



Sign review procedures for Administrative Approval

Sign modifications on properties subject to Environmental Design Review Special Permits may be considered for administrative approval by the Director of Planning & Community Development without a public hearing to re-open the Special Permit provided the applicant can demonstrate that the property and sign proposal meet the following criteria:

- The property, building or store front has already received prior sign approval from the ARB through the Environmental Design Review Special Permit process and a sign permit from Inspectional Services, and
- No known zoning or general bylaw violations are outstanding on the property, and
- The same number, or fewer, signs are proposed; the same size or smaller sign(s) or sign area are proposed, signs are proposed for the same locations as existing signs; sign illumination is either not proposed or is the same illumination as for existing signs, or is external, shielded, down-lighting; except that one of the allowed signs proposed may be a bracket sign that meets the zoning requirements for bracket signs, and
- Proposed sign is not internally illuminated (any proposal to replace a non-internally illuminated sign with an internally illuminated sign requires a formal public hearing), and
- The building is not in, nor is it adjacent to, a historic district, nor is the building listed on the Arlington inventory of historically significant properties or the State register of historic properties, and
- New (proposed) sign(s) meet zoning requirements or requirements (parameters) set in the EDR Special Permit, and
- Sign does not have a white background, and
- Sign is legible from the public way in the opinion of the Director or her/his designee, and
- No window signs are proposed.

Sign proposals that do not meet the criteria above are required to proceed via formal public hearing to re-open the Special Permit.

The Department of Planning & Community Development is not required to provide administrative approval and may at any time refer the application to the Board.

Procedure: Three weeks prior to applying for sign permit with Inspectional Services, submit \$200 fee payable to Town of Arlington and three copies to Department of Planning & Community Development of the following:

1) photos of existing sign(s), 2) schematic drawings with dimensions and specifications on material, mounting method, 3) photo simulation of proposed sign(s) and 4) cut sheet for any lighting. You will receive written notification of Administrative Approval and an approved set of your submission materials. An approved set will be forwarded to Inspectional Services.